

P20 WIN User Manual: Agency Administrator (Data Steward) User Interface and Metadata Editor Functions

A training and reference manual for
Connecticut's Preschool through Twenty &
Workforce Information Network (P20 WIN)
User Interface and Metadata Editor

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1.0 Purpose

This manual provides step by step instructions for Agency Administrators (also known as Data Managers/Stewards) to perform their assigned tasks within the P20 WIN application. As such it describes functions in both the P20 WIN UI and the Metadata Editor. Basic UI functions that can be performed by all account types are covered in the “P20 WIN User Manual: Common User Interface Account Functions Manual.”

1.1 P20 WIN Roles and Privileges

Access to the P20 WIN UI is gained through the creation of an active system account. P20 WIN provides user access to various functionalities based upon designated roles. As such, system accounts are intended to be individual and not shared. P20 WIN roles are currently divided into three account types: Data Consumer*, Agency Administrator*, and Tech Admin. Roles and their corresponding rights within the system are detailed in Table 1: P20 WIN User Roles and Privileges.

***Please note that the roles of Data Consumer and Agency Administrator are otherwise named in some other documents. The role of Data Consumer is referred to elsewhere as Data Requestor, while the role of Agency Administrator is referred to as Data Manager/Steward. For the purposes of simplicity this guide will exclusively use the role titles as they are found in the P20 WIN application.**

Table 1: P20 WIN User Roles and Privileges

This chart describes how authorized users interact with the software system.			
Action	Data Consumer	Agency Admin	Technical Admin
My Account Features: Viewing messages, editing your profile and changing your password. <i>See the Common Account Function Manual</i>	✓	✓	✓
Browse Metadata: Browsing meta-data includes viewing what data elements are available to the system and the data element definitions. Does not provide access to any actual data. <i>See the Common Account Function Manual</i>	✓	✓	✓
Build query: Selecting data elements from the UI and saving a query. <i>See the Common Account Function Manual</i>	✓	✓	✓
Review and approve query: Viewing the query to verify that it matches specifications in an approved Query Management Document and approve or disapprove the query accordingly. <i>See the Tech Admin Manual</i>			✓
Execute query and schedule for execution: Performing the technical step on an approved query that enables and pulls and matches data from the included data sources. <i>See the Tech Admin Manual</i>			✓
Review/approve query results for download: After execution verifying that the query ran as expected before enabling the query results to be downloaded by the approved requestor. <i>See the Tech Admin Manual</i>			✓
Download Query Results: Downloading query results of a query that you submitted after approval for download has been received. <i>See the Common Account Function Manual</i>	✓		
Monitor the usage of queries and dataset downloads: Viewing status logs which show query status. <i>See the Common Account Function Manual</i>	✓*	✓*	✓
Enable/disable data source: Enabling or disabling your agency's data source to make it available or unavailable for query. <i>See section 3 of this Manual</i>		✓*	
Enable/disable the system: Enabling or disabling the entire system available to make it available or unavailable for query. <i>See the Tech Admin Manual</i>			✓
Manage properties of data elements from data source: Setting properties for each data field to make fields visible/invisible and available/not available through the UI. <i>See section 3 of this Manual</i>		✓**	

Action	Data Consumer	Agency Admin	Technical Admin
System Monitoring and Configuration Information: Viewing system status and configuration information. <i>See section 3 of this Manual</i>		✓	✓
User Management: Registering users, setting user privileges, unlocking accounts and resetting forgotten passwords. <i>See the Tech Admin Manual</i>			✓
View and Download P20 WIN Application Logs: Viewing and downloading application logs for auditing and monitoring purposes. <i>See the Tech Admin Manual</i>			✓

*User can only view the status of queries that they submitted.

*User can only perform these functions on data from their Agency.

1.2 P20 WIN Data Management

Agency Administrators are responsible for the management of their Agency's contributed data. Data management responsibilities begin with the initial configuration of the data set in order to successfully and securely connect it to the P20 WIN system. Once Agency data is contributed and active within this system the Agency Administrator is responsible for making changes to the configuration of the contributed data. The Agency Administrator also has responsibility for disabling the data source, if warranted, to make it unavailable for use by the system and for re-enabling it to make it once gain available.

Agency Administrators will use two applications to accomplish P20 WIN data management tasks: the Meta Data Editor (MDE) and the P20 WIN User Interface (UI). The Metadata Editor is used for the following tasks:

- Initial data source set up
- Adding tables or fields to existing data sources
- Entering or editing Metadata
- MDE user management
- Contains passwords for the remote to authenticate to the main application

The P20 WIN UI is best used for:

- Reviewing contributed data fields and their metadata
- Altering data field properties
- System Monitoring
- Disabling/Enabling Agency data source(s)

Note: the MDE also has a “Logging View” page. This page is not used in data management but exists for system administration purposes only.

2.0 Using the Metadata Editor

The purpose of the Metadata Editor (MDE) is to provide an interface for defining the data contributed to the P20 WIN system. The MDE can also be used to make some changes to existing data source definitions. The first P20 WIN data management task is the initial definition of the contributed data source in order to successfully and securely connect it to the P20 WIN system. Agency Administrators accomplish this task using the MDE. Any time after a data source is connected to the P20 WIN system it is possible to make changes to the data definition including changing data field properties, metadata, and adding or removing data fields or entire tables. Some of these changes are accomplished via the MDE while others are made through the UI (see below for details.)

2.1 Requirements and Best Practices

2.1.1 Requirements

In order to use the Metadata editor Tomcat and PostgreSQL with chin_remote database must be installed and application CHIN.war must be deployed.

2.1.2 Best Practices

Successfully configuring a P20 WIN data source through the MDE requires coordinated effort among Participants, OpenClinica and staff at BEST. Additionally, since some changes to the system made through the MDE must be followed by system initialization, using the MDE will likely result in some system downtime. **Failure to coordinate with team members and carefully follow the processes detailed in this guide can result in failure for changes to update, extended system downtime, and/or system downtime at sub-optimal times.** Successful use of the MDE has three stages:

1. Preplanning to coordinate with team members and reduce entry errors
2. Use the MDE to enter or change system metadata
3. Post MDE use activities including debugging and testing

2.1.3 Preplanning

In order to configure a new data source or to add tables or fields to an existing data source the system will have to be initialized*. During initialization the System is unavailable for query. To optimize the timing of system downtime it is important to coordinate plans for MDE use with other P20 WIN team members. Please execute the following Preplanning steps prior to using the MDE to make any changes to the system metadata.

1. Batch changes to the metadata when possible to avoid frequent requests for initialization

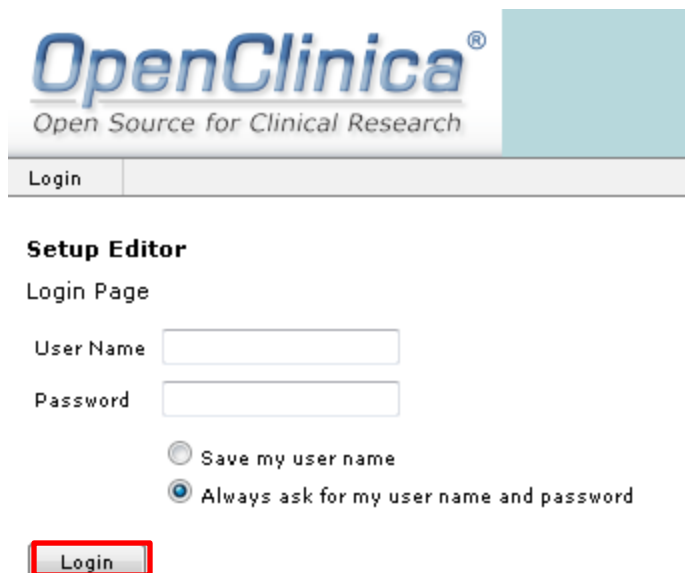
2. At least one week prior to the desired System initialization:
 - a) Contact the P20 WIN System Administrator [to request a scheduled time for system initialization](#). The P20 WIN System Administrator should coordinate with P20 WIN System team members and with BEST to schedule an initialization time. P20 WIN participants will be notified that the system will be unavailable for query during that time. Ensure that you have been given enough time to complete your changes using the MDE.
 - b) Submit all proposed metadata/configuration changes to OpenClinica staff and agency staff responsible for the affected remote.
 - c) Have all changes compared against the log of previously encountered misconfigurations to avoid repeating mistakes.
3. Expect the need for time after using the MDE to research and resolve any errors that may occur.
4. Follow the usage guidelines detailed in section 3.0 of this guide.

*Changes to field properties or the disabling/enabling of data sources should be accomplished through the P20 WIN User Interface. Such changes do not require initialization to update the System; instead they update the system immediately.

2.2 Accessing the MDE

The MDE is available via secure web based login. To begin using the application execute the following steps:

1. Contact the P20 Win System Administrator at ConnSCU-P20WIN-Admin@ct.edu for the address to browse to
2. Enter your username and password
3. Click login



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Login

Setup Editor

Login Page

User Name

Password

☐ Save my user name

☒ Always ask for my user name and password

Login

3.0 Configuring a New Data Source: Defining the Data Source Schema

To define the schema for your data source, enter the required information in the sequence below. ***It is important that you follow this sequence since options presented in later steps are dependent upon information entered in earlier ones.*** To define a data source follow the following sequence:

1. Enter the list of tables from your data source and define which table is the “persons” table or table that contains demographic information for matching (Agencies Tables page)
2. Enter information related to each field from your data source (Metadata Information page)
3. Enter associated value domain information for the related fields (Datafield Value Domains page)

Each of these steps is accomplished on the separate listed page accessed by tabs across the top of the screen. Each page provides paging function to browse records and set the number of records displayed on screen as well as buttons to manage the records, view, edit, copy the record and delete. Each page provides of a variety of export formats and an option to print records displayed.

3.1 Data Source Entry Verification

Once logged in you will be brought to the Data Source page (*see above*) which displays information about your data source. The first step in data source configuration is to verify that you have a data source added. **You must have a data source added prior to advancing to the next page in the MDE.** The data source may have already been added by the vendor prior to your login. In that case please proceed to 2.3.2. If not please contact the P20 WIN Administrator at ConnSCU-P20WIN-Admin@ct.edu.

Setup Editor

Table: Data Source

Search

[Show all](#)

☒ Exact phrase ☐ All words ☐ Any word

Id	Dataset Name (*)	Dataset Description (*)				
11	SDE	Student Warehouse				

Page   1   of 1
 Records 1 to 1 of 1
 Page Size 

3.2 List Data Source Table

The second step in defining a data source is to add the tables. This is accomplished on the second page of the application, “Agencies Tables”.

Setup Editor

Table: Agencies Tables     

Search

[Show all](#)

☒ Exact phrase ☐ All words ☐ Any word

df id	Table Name (*)	Table Primary Key (*)	Is Persons Table?	Is Table Active?				
11	StudentNSCGradMajor_v	SASID	☐	☒				
11	StudentNSCCollege_v	SASID	☐	☒				
11	StudentTest_v	SASID	☐	☒				
11	StudentYearlyAttendance_v	SASID	☐	☒				
11	StudentFacility1_v	SASID	☐	☒				
11	StudentReportingDistrict_v	SASID	☐	☒				
11	StudentResearch_v	SASID	☐	☒				
11	StudentMatch_v	SASID	☒	☒				

Page   1   of 1 Records 1 to 8 of 8 Page Size

[Add](#)

To add tables to the data source execute the following steps:

1. Click on “Add” at the bottom left of the page

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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View Users Logout

Setup Editor

Table: Agencies Tables

Search

Search (*) Show all

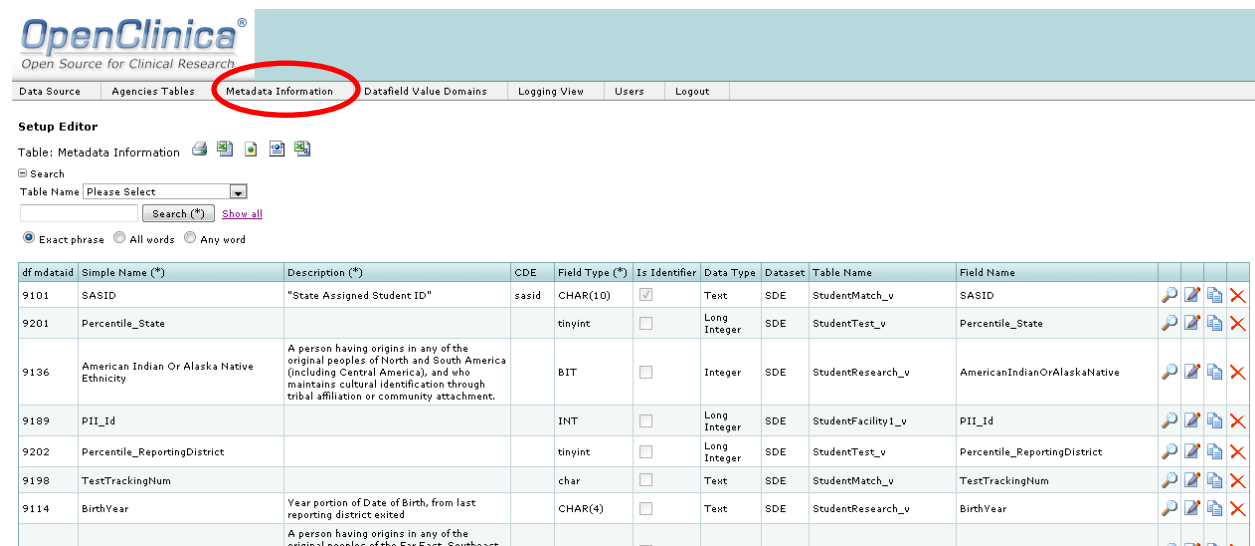
☒ Exact phrase ☐ All words ☐ Any word

df id	Table Name (*)	Table Primary Key (*)	Is Persons Table?	Is Table Active?				
11	StudentNSCGradMajor_v	SASID	☐	☒				
11	StudentNSCCollege_v	SASID	☐	☒				
11	StudentTest_v	SASID	☐	☒				
11	StudentYearlyAttendance_v	SASID	☐	☒				
11	StudentFacility1_v	SASID	☐	☒				
11	StudentReportingDistrict_v	SASID	☐	☒				
11	StudentResearch_v	SASID	☐	☒				
11	StudentMatch_v	SASID	☒	☒				

1 of 1 Records 1 to 8 of 8 Page Size 100

Add

2. Enter the following information on the Add to Table screen:
 - a. **Df ID:** Select from dropdown
 - b. **Table Name :** the exact name of the table from the data source.
 - c. **Table Primary Key:** the name of the field which is the primary key in this table
 - d. **Is Persons Table:** check the box if the table contains your matching information; do not check this box for all other tables
 - e. **Is TableActive:** check this box to enable this table for use in the P20 WIN system; leave it unchecked if you do not wish the table to be enabled for use in the P20 WIN system.



To enter metadata information for each field execute the following steps:

1. Click “Add” which is found on the bottom left of the page.

9193	PII_Id		INT
9159	ExitDate	Date of student's exit from last Facility in PSIS, as YYYYMMDD	CHAR(8)
9190	PII_Id		INT
9197	SDESchoolCodeforNSCdata	SDE facility code from NSC student tracker file.	CHAR(7)
9200	Major_CIPCode		int

Page
1
of 1
Records 1 to 97 of 97
Page Size 100
Add

2. Enter the following information:
 - a. **Simple Name:** the friendly name of the Field, used in the global metadata registry in the UI display tables
 - b. **Description:** detailed description of the field and its uses
 - c. **CDE :** Mapping to the Common Data Elements (the P20 WIN fields used for matching; select from drop down); Leave blank if not a matching field
 - d. **Field Type:** the field type as defined in the source database
 - e. **Is Identifier:** check if this field is considered to be an identifying field; leave unchecked if this field is not considered to be an identifying field
 - f. **Data Type:** select from dropdown the CHIN data type based upon the field type from the source database
 - g. **Dataset:** select data set name from drop down
 - h. **Table Name:** select the table name from drop
 - i. **Field Name:** enter the field name as it is listed in in the source database

Setup Editor

Add to Table: Metadata Information

[Go Back](#)

Simple Name	
Description	
CDE	Please Select v
Field Type *	
Is Identifier	☐
Data Type *	Please Select v
Dataset *	Please Select v
Table Name *	Please Select v
Field Name *	

3. After information for each field has been entered click "Add" which is found on the bottom left of the screen. You may then enter information for another field.
4. Continue to add fields until your configuration set up is complete.

3.4 Data field Value Domains

The fourth page of the application titled, Datafield Value Domains, is used to set the domain values for particular fields. As of 12/31/13 this page of the application is not used in P20 WIN. For more information on the page please contact the P20 WIN Administrator at ConnSCU-P20WIN-Admin@ct.edu.

3.5 Post MDE Use Activities

After using the MDE to define the data source configuration, the following tasks must be completed for the changes to register and for the system to function properly.

1. **Initialization:** The system must be initialized following any changes made through the MDE. **Data source configuration will update in the system unless it is initialized.** Please contact the P20 WIN System Administrator once your work with the MDE is complete and you are ready for the system to initialize.
2. **Verify Update:** Login to the P20 WIN UI to verify that the configuration defined through the MDE are displaying as expected in the system.
3. **Error Resolution:** Research and resolve any errors.

4.0 User Management (MDE Administrators Only)

The last page of the application is the User Editor Tool. This tool will allow you to add and edit existing users as well as to set the permission levels of users. User accounts for the Meta Data Editor are set under this tab. Also set under this tab are accounts for main servers to connect to remote modules. **These accounts have the user name of “remote.” Please do not delete or edit the “remote” accounts.** Changes made thorough the MDE, changes to user accounts do not require that the system be initialized.

4.1 Main Users Screen

The user page contains several basic features to add, change and remove users.

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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View **Users** Logout

Setup Editor
Table: User Options

Search
Search (*) Show all
Exact phrase All words Any word

User Name (*)	Password	Enabled?	Password Not Expired?	Account Locked?	Account Not Expired?	User Level
remote	*****	☒	☒	☒	☒	Administrator
lbuchanan	*****	☒	☒	☐	☒	Administrator

Page 1 of 1 Records 1 to 2 of 2 Page Size 100
[Add](#)

4.2 Adding Users

To add a new user execute the following steps:

1. Click on “Add” at the bottom left of the screen.

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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View **Users** Logout

Setup Editor
Table: User Options

Search
Search (*) Show all
Exact phrase All words Any word

User Name (*)	Password	Enabled?	Password Not Expired?	Account Locked?	Account Not Expired?	User Level
remote	*****	☒	☒	☒	☒	Administrator
lbuchanan	*****	☒	☒	☐	☒	Administrator

Page 1 of 1 Records 1 to 2 of 2 Page Size 100
[Add](#)

2. Enter the following information on the “Add to Table: User Options” screen
 - a. **User Name:** enter the appropriate user name using the convention of first initial, last name
 - b. **Password:** assign the user a password
 - c. **Enabled:** Check box to enable the user name; if this box is not checked then the user account will not be active
 - d. **Password Not Expired:** Check box to make password active; if this box is not checked the password will be expired
 - e. **Account Locked?:** Leave unchecked so that account is not locked. If box is checked account will be locked and user will not be able to login
 - f. **Account Not Expired:** check box so that account will be marked as not expired; if box is checked account will be expired and user will not be able to login.
 - g. **User Level:** Select from drop down one of the two possible user levels: Administrator or Default; Administrators have access to all application features. The default user has access to all application features except the “Users” page.

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Data Source	Agencies Tables	Metadata Information
-------------	-----------------	----------------------

Setup Editor
Add to Table: User Options
[Go Back](#)

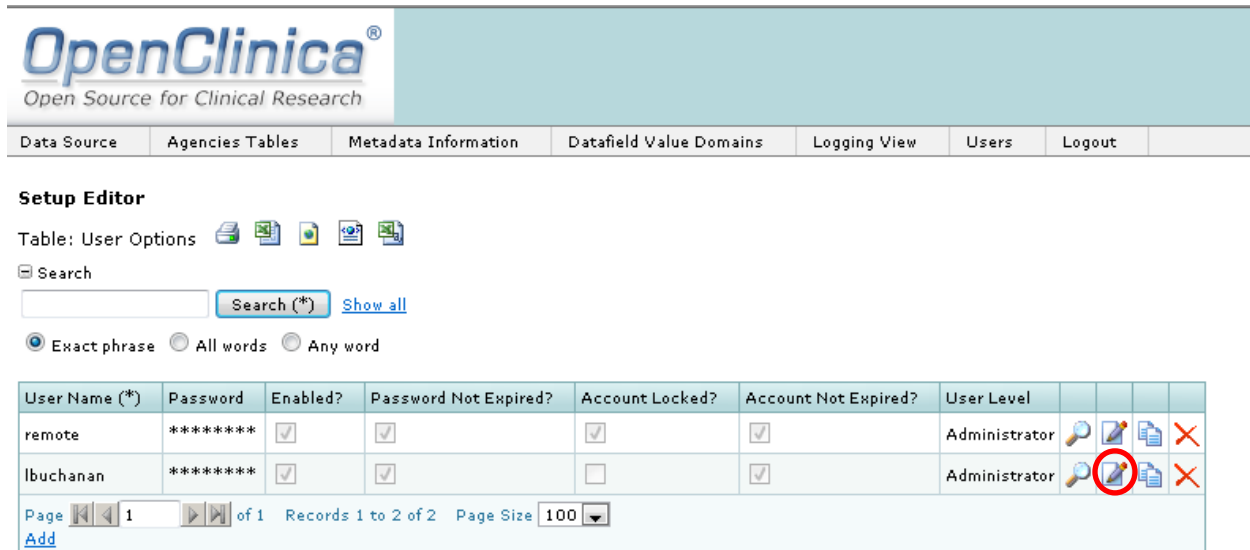
User Name *	
Password	
Enabled? *	☐
Password Not Expired? *	☐
Account Locked? *	☐
Account Not Expired? *	☐
User Level	Please Select v

4. Click “Add” to add the user

4.3 Editing a User

To edit information on an existing user execute the following steps:

1. Click the edit link found on the right side of the user's row in the user table.



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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View Users Logout

Setup Editor

Table: User Options

Search

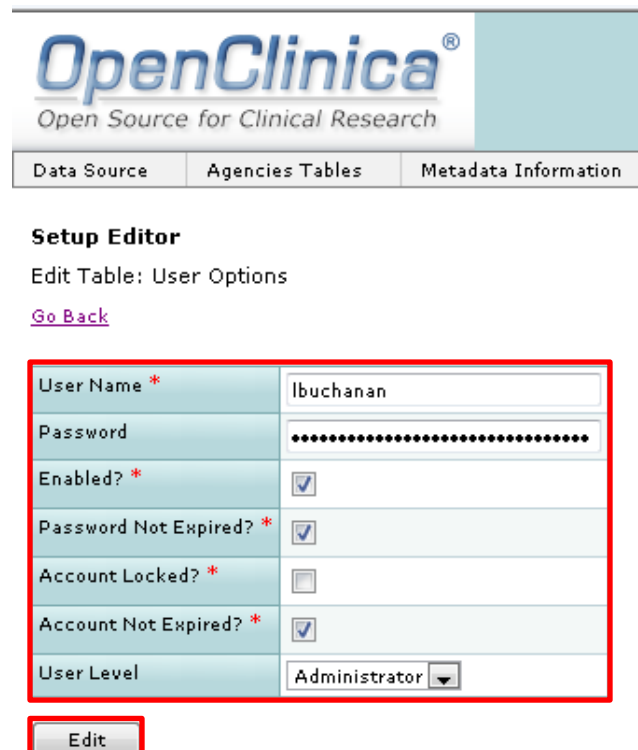
Search (*) Show all

Exact phrase All words Any word

User Name (*)	Password	Enabled?	Password Not Expired?	Account Locked?	Account Not Expired?	User Level			
remote	*****	☒	☒	☒	☒	Administrator			
lbuchanan	*****	☒	☒	☐	☒	Administrator			

Page 1 of 1 Records 1 to 2 of 2 Page Size 100

3. Edit any of the information on the “Add to Table: User Options” Screen



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Data Source Agencies Tables Metadata Information

Setup Editor

Edit Table: User Options

[Go Back](#)

User Name *	lbuchanan
Password	*****
Enabled? *	☒
Password Not Expired? *	☒
Account Locked? *	☐
Account Not Expired? *	☒
User Level	Administrator

Edit

4. Click “Add to save the changes

4.4 Deleting a User

To delete a user execute the following steps:

1. Click the edit link found on the right side of the user's row in the user table.


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[Data Source](#) | [Agencies Tables](#) | [Metadata Information](#) | [Datafield Value Domains](#) | [Logging View](#) | [Users](#) | [Logout](#)

Setup Editor
Table: User Options     

Search [Search \(*\)](#) [Show all](#)
☒ Exact phrase ☐ All words ☐ Any word

User Name (*)	Password	Enabled?	Password Not Expired?	Account Locked?	Account Not Expired?	User Level				
remote	*****	☒	☒	☒	☒	Administrator				
lbuchanan	*****	☒	☒	☐	☒	Administrator				

Page   1   of 1 Records 1 to 2 of 2 Page Size
[Add](#)

2. Click the "Confirm Delete" button to confirm deletion of the user


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[Data Source](#) | [Agencies Tables](#) | [Metadata Information](#) | [Datafield Value Domains](#) | [Logging View](#) | [Users](#)

Setup Editor
Delete From Table: User Options
[Go Back](#)

User Name	Password	Enabled?	Password Not Expired?	Account Locked?	Account Not Expired?	User Level
lbuchanan	*****	☒	☒	☐	☒	Administrator

[Confirm Delete](#)

3. The user account will be deleted

Once a data source has been configured and is displaying through the P20 WIN UI Agency Administrators have responsibility for continued data management. Some of these data management tasks are accomplished via the MDE and others via the P20 WIN User Interface. In both cases Agency Administrators only have access to make changes to their own agency's metadata.

1. Changing a field name
2. Changing a friendly name
3. Changing a field description
4. Adding a table*
5. Adding a field*

All other tasks should be accomplished via the User Interface. These tasks include:

1. Manage visibility and approval status of contributed fields
2. System connectivity status monitoring
3. System configuration monitoring
4. Enabling and disabling a data source

5.1.1 Changing a field name

1. Click on the “Metadata Information” tab

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Data Source Agencies Tables **Metadata Information** Datafield Value Domains Logging View Users Logout

Setup Editor

Table: Metadata Information

Search

Table Name Please Select [Show all](#)

☒ Exact phrase ☐ All words ☐ Any word

dfrdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name			
9101	SASID	*State Assigned Student ID*	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID			
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State			
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.		BIT	☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative			
9189	PII_Id			INT	☐	Long Integer	SDE	StudentFacility1_v	PII_Id			
9202	Percentile_ReportingDistrict			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_ReportingDistrict			
9198	TestTrackingNum			char	☐	Text	SDE	StudentMatch_v	TestTrackingNum			
9114	BirthYear	Year portion of Date of Birth, from last reporting district exited A person having origins in any of the		CHAR(4)	☐	Text	SDE	StudentResearch_v	BirthYear			

- Click on the “edit” button for the variable that you wish to edit

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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View Users Logout

Setup Editor

Table: Metadata Information

Search

Table Name: Please Select

Search (*) Show all

☒ Exact phrase ☐ All words ☐ Any word

df.mdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name	
9101	SASID	"State Assigned Student ID"	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID	
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State	
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	BIT		☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative	

- Change the field name on the edit screen and click the “save” button to update the field name. The name will be immediately updated in the MDE.

df.mdataid: 9101

Simple Name: SASID

Description: "State Assigned Student ID"

CDE: sasid

Field Type *: CHAR(10)

Is Identifier: ☒

Data Type *: Text

Dataset *: SDE

Table Name *: StudentMatch_v

Field Name *: SASID

Edit

5.1.2 Changing a friendly name

The friendly field name is the name that populates the “browse data” and “build query” tables in the UI.

To change the friendly name of a field execute the following steps:

1. Click on the “Metadata Information” tab

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Data Source Agencies Tables **Metadata Information** Datafield Value Domains Logging View Users Logout

Setup Editor

Table: Metadata Information

Search

Table Name: Please Select

Search (*) Show all

☒ Exact phrase ☐ All words ☐ Any word

df.mdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name			
9101	SASID	"State Assigned Student ID"	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID			
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State			
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.		BIT	☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative			
9189	PII_Id			INT	☐	Long Integer	SDE	StudentFacility1_v	PII_Id			
9202	Percentile_ReportingDistrict			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_ReportingDistrict			
9198	TestTrackingNum			char	☐	Text	SDE	StudentMatch_v	TestTrackingNum			
9114	BirthYear	Year portion of Date of Birth, from last reporting district exited		CHAR(4)	☐	Text	SDE	StudentResearch_v	BirthYear			
		A person having origins in any of the original peoples of the Far East, Southeast			☐							

2. Click on the “edit” button for the variable that you wish to edit

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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View Users Logout

Setup Editor

Table: Metadata Information

Search

Table Name: Please Select

Search (*) Show all

☒ Exact phrase ☐ All words ☐ Any word

df.mdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name			
9101	SASID	"State Assigned Student ID"	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID			
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State			
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.		BIT	☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative			

3. Change the “simple” name on the edit screen and click the “save” button to update the field name

df mdataid	9101
Simple Name	SASID
Description	"State Assigned Student ID"
CDE	sasid
Field Type *	CHAR(10)
Is Identifier	☒
Data Type *	Text
Dataset *	SDE
Table Name *	StudentMatch_v
Field Name *	SASID

Edit

4. The friendly name will be immediately updated in the MDE and the update will display in the UI

5.1.3 Changing a field description

To change the description of a field execute the following steps:

1. Click on the “Metadata Information” tab

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Data Source Agencies Tables **Metadata Information** Datafield Value Domains Logging View Users Logout

Setup Editor
Table: Metadata Information

Search
Table Name: Please Select
Search (*) Show all
Exact phrase All words Any word

dfmdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name			
9101	SASID	"State Assigned Student ID"	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID			
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State			
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.		BIT	☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative			
9189	PII_Id			INT	☐	Long Integer	SDE	StudentFacility1_v	PII_Id			
9202	Percentile_ReportingDistrict			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_ReportingDistrict			
9198	TestTrackingNum			char	☐	Text	SDE	StudentMatch_v	TestTrackingNum			
9114	BirthYear	Year portion of Date of Birth, from last reporting district exited		CHAR(4)	☐	Text	SDE	StudentResearch_v	BirthYear			
		A person having origins in any of the original peoples of the Far East, Southeast										

2. Click on the “edit” button for the variable that you wish to edit

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Setup Editor
Table: Metadata Information

Search
Table Name: Please Select
Search (*) Show all
Exact phrase All words Any word

dfmdataid	Simple Name (*)	Description (*)	CDE	Field Type (*)	Is Identifier	Data Type	Dataset	Table Name	Field Name			
9101	SASID	"State Assigned Student ID"	sasid	CHAR(10)	☒	Text	SDE	StudentMatch_v	SASID			
9201	Percentile_State			tinyint	☐	Long Integer	SDE	StudentTest_v	Percentile_State			
9136	American Indian Or Alaska Native Ethnicity	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.		BIT	☐	Integer	SDE	StudentResearch_v	AmericanIndianOrAlaskaNative			

3. Change the description on the edit screen and click the “save” button to update the field name

df mdataid	9101
Simple Name	SASID
Description	"State Assigned Student ID"
CDE	sasid
Field Type *	CHAR(10)
Is Identifier	☒
Data Type *	Text
Dataset *	SDE
Table Name *	StudentMatch_v
Field Name *	SASID

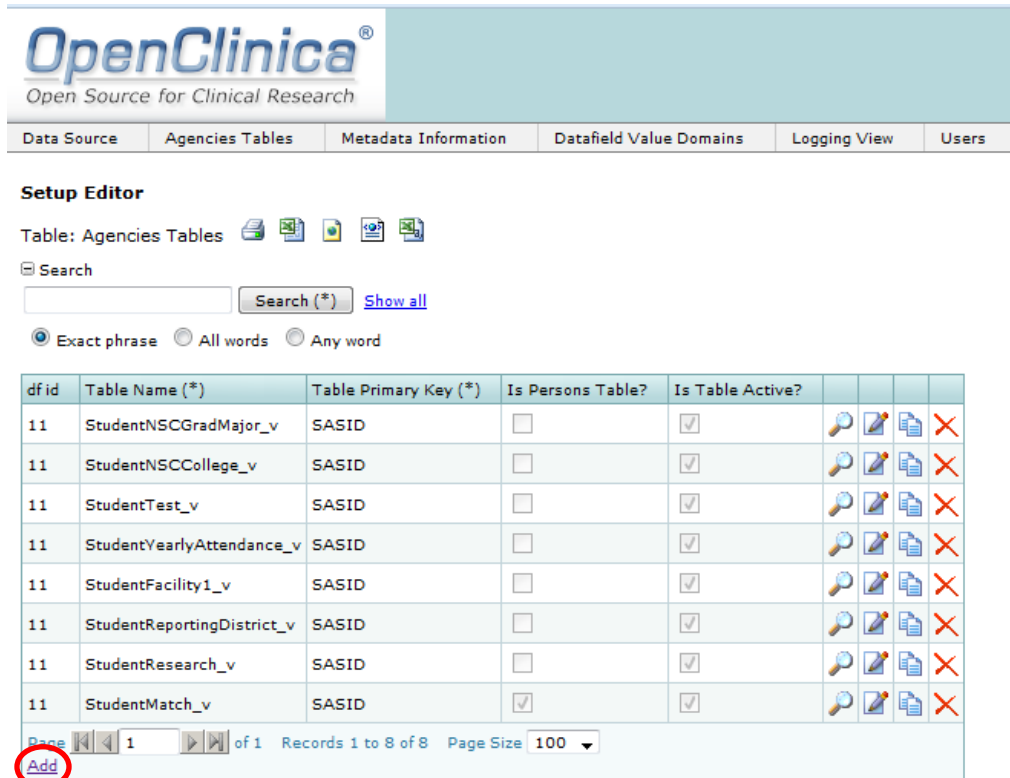
Edit

4. The description will be immediately updated in the MDE and the update will display in the UI

5.1.4 Adding a table*

To a table execute the following steps:

1. Go to the “Agency Tables” tab and click the “Add” button at the bottom left of the page



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Data Source Agencies Tables Metadata Information Datafield Value Domains Logging View Users

Setup Editor

Table: Agencies Tables

Search

Search (*) Show all

Exact phrase All words Any word

df id	Table Name (*)	Table Primary Key (*)	Is Persons Table?	Is Table Active?				
11	StudentNSCGradMajor_v	SASID	☐	☒				
11	StudentNSCCollege_v	SASID	☐	☒				
11	StudentTest_v	SASID	☐	☒				
11	StudentYearlyAttendance_v	SASID	☐	☒				
11	StudentFacility1_v	SASID	☐	☒				
11	StudentReportingDistrict_v	SASID	☐	☒				
11	StudentResearch_v	SASID	☐	☒				
11	StudentMatch_v	SASID	☒	☒				

Page 1 of 1 Records 1 to 8 of 8 Page Size 100

Add

2. Enter the information in the boxes provided and click the “Add” button



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Data Source Agencies Tables Metadata Information

Setup Editor

Add to Table: Agencies Tables

[Go Back](#)

df id	11
Table Name *	TestTableCCollege
Table Primary Key	SASID
Is Persons Table?	☐
Is Table Active?	☒

Add

- The table will now display in the MDE but you will need to initialize the system for it to display in the UI

5.1.5 Adding a field*

To add a field execute the following steps:

- Go to the “Metadata Information” tab and click “Add” at the bottom left of the table

9192	PII_Id		INT	☐	Long Integer	SDE	StudentNSCCollege_v	PII_Id			
9193	PII_Id		INT	☐	Long Integer	SDE	StudentNSCGradMajor_v	PII_Id			
9159	ExitDate	Date of student's exit from last Facility in PSIS, as YYYYMMDD	CHAR(8)	☐	Text	SDE	StudentFacility1_v	ExitDate			
9190	PII_Id		INT	☐	Long Integer	SDE	StudentYearlyAttendance_v	PII_Id			
9197	SDESchoolCodeforNSCdata	SDE facility code from NSC student tracker file.	CHAR(7)	☐	Text	SDE	StudentResearch_v	NSC_GraduatingHS_SchoolCodeSDE			
9200	Major_CIPCode		int	☐	Long Integer	SDE	StudentNSCGradMajor_v	Major_CIPCode			

1 of 1 Records 1 to 97 of 97 Page Size 100

Add

- Enter the information in the boxes provided and click “Add”

Setup Editor

Add to Table: Metadata Information

[Go Back](#)

Simple Name	CollegeState
Description	CollegeState designation
CDE	Please Select
Field Type *	char(2)
Is Identifier	☐
Data Type *	Text
Dataset *	SDE
Table Name *	TestTableCCollege
Field Name *	CollegeState

Add

- The field will now display in the MDE but you will need to initialize the system for it to display in the UI

5.2 Data Management Using the P20 WIN User Interface

Some data management tasks are best accomplished through the P20 WN User Interface. ***Such changes do not require a system initialization to take effect and display through the UI.*** UI functionality that is specific to the Agency Administrator role is found on the P20 WIN UI “Admin” tab and is covered below.

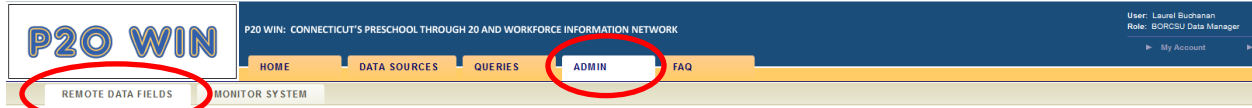
5.2.1 Viewing Data Management Tables

Agency Administrators can view metadata via the “Remote Data Fields” tables for their organization’s contributed data source on the “Remote Data Fields” screen under the “Admin” tab. Information on data elements consists of the following:

- a. Field Name: Name of the data element
- b. Description: Short description of the data element
- a. CDE: Common Data Element which provides common name of identified fields used in matching
- c. Data Type: Data Type (i.e. integer, text, date, etc.)
- d. Value Domain: Values and their meanings if appropriate (these can be viewed in a separate window by clicking the < > symbol)
- e. Identified: Is this field an identifier
- f. Approved: Is this field approved for selection in a query
- g. Visible: Is this field visible to Requestors browsing metadata and building queries
- h. Change Approval: This column is used to approve or disapprove a field
- i. Change Visibility: This column is used to set the visibility of the field

To view data element properties execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields” screen which will bring you to the “Mange Data Fields” screen. The Remote Data Fields table will be displayed.



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

[Show / hide columns](#)

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		Yarchar2		false	true	true	Disapprove	Make Invisible

5.2.2 Navigating the Data Management Tables

By default, “Remote Data Fields” tables display the first 10 records from the data source. They can be expanded to display 25, 50, or 100 entries by selecting the number of entries from the “show entries” drop down box to the top left of the data source table. These tables can also be searched and sorted.

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Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show / hide columns

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible

5.2.3 Sorting Data Management Tables

Each column in the “Remote Data Fields” table is sortable in both ascending and descending order. Sort arrows are found at the top right of each column header. Simply click the sort arrows once for an ascending order and a second time for descending order.

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Manage Remote Data Fields

ConnSCU_CSU
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Show / hide columns

Show 10 entries

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible

5.2.4 Searching Data Management Tables

Each “Remote Data Fields” table has a filter function which gives users the option of searching for entries in a single column, multiple columns, or across the entire table.

To filter a “Remote Data Fields” table by text in columns execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields” screen
2. Scroll down to the table for the data source that you wish to view
3. Enter the text by which you would like to search in the box(es) directly under the column heading(s)
4. The table will now only display elements that contain the entered text in that column or columns

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show / hide columns

Show 10 entries

Search all columns:

key	Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
		description	cde	data type	value domain	identified	approved	visible		
	CSU Degree Key	Referential Foreign Key to identify a program record necessary for links to: - CSU_Program_v - CSU_Graduation_V - CSU_Academic_sum_v.		Varchar2		false	true	true	Disapprove	Make Invisible
	CSU Program Key	Referential Foreign Key to identify a program record necessary for links to: - CSU_Program_v - CSU_Graduation_V - CSU_Academic_sum_v		Varchar2		false	true	true	Disapprove	Make Invisible
	CSU Program Key	Unique Identifier for each record. A surrogate key. May not be displayed in the Front end reports, as it should only be used for backend joins. For now can we use DHE Code as the Unique Key? Yes DHE Code is used as Unique Key and replicated in this field. necessary for links to: - CSU_Program_v - CSU_Graduation_V - CSU_Academic_sum_v		varchar2		false	true	true	Disapprove	Make Invisible
	CSU Program Key	Unique Identifier for each record. A surrogate key. May not be displayed in the Front end reports, as it should only be used for backend joins. For now can we use DHE Code as the Unique Key? Yes DHE Code is used as Unique Key and replicated in this field.		varchar2		false	true	true	Disapprove	Make Invisible

5. To return to the complete table simply delete the text in the filter box(es)

To search for text across an entire “Remote Data Fields” table execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields”
2. Scroll down to the table for the data source that you wish to view
3. Enter the text by which you would like to search in the filter box just above the right of the table
4. The table will now only display elements that have the entered text in any of the columns



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Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Show / hide columns

Search all columns: **Key**

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU ConnSCU ID	Referential Foreign Key to identify a student record. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	Referential Foreign Key to identify a student record. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	Referential Foreign Key to identify a student record. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible
CSU Degree Key	Referential Foreign Key to identify a program record necessary for links to: - CSU_Program_v - CSU_Graduation_v - CSU_Academic_sum_v		Varchar2		false	true	true	Disapprove	Make Invisible
CSU Graduation Term Code	Referential Foreign Key to identify a Term record.		Varchar2		false	true	true	Disapprove	Make Invisible
CSU Program Key	Referential Foreign Key to identify a program record necessary for links to: - CSU_Program_v - CSU_Graduation_v - CSU_Academic_sum_v		Varchar2		false	true	true	Disapprove	Make Invisible

5. To return to the complete table simply delete the text in the filter box

5.2.5 Showing/Hiding Data Management Columns

Users may hide or show columns in each Data Management table. To hide or show a column in a Data Management table by text in columns execute the following steps:

1. Click the “Show/hide columns” tab at the top right of the Data Management table. The column list will expand below



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/data/ipeds/default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/data/ipeds/default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		varchar2		false	true	true	Disapprove	Make Invisible

2. Columns with check marks will show in the Data Management table, those without will be hidden. To hide a column unclick the associated check box. The column will now be hidden

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Show 10 entries

Search all columns:

Show / hide columns

☒ Name
 ☐ Description
 ☐ CDE
 ☒ Data Type
 ☒ Value domain
 ☒ Identified
 ☒ Approved
 ☒ Visible
 ☒ Change Approval
 ☒ Change Visibility

Name	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	
name	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID		varchar2		false	true	true	Disapprove	Make Invisible
CSU Current Attempted Academic Credits		Number		false	true	true	Disapprove	Make Invisible

Showing 1 to 10 of 112 entries

- To show a column that is hidden click the associated check box. The column will now be shown in the Data Management table

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Show 10 entries

Search all columns:

Show / hide columns

☒ Name
 ☒ Description
 ☐ CDE
 ☒ Data Type
 ☒ Value domain
 ☒ Identified
 ☒ Approved
 ☒ Visible
 ☒ Change Approval
 ☒ Change Visibility

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU Fund.		varchar2		false	true	true	Disapprove	Make Invisible

5.3 Identified, Approved, and Visible Properties

The information provided by participants contains sensitive information. As such the system has been designed to provide Agency Administrators control of the release of their data even after it has been provided to the P20 WIN application. Access to the fields can be controlled by setting the status of the data properties, “Identified”, “Approved” and “Visible” to “True” or “False”. The level of access to each field, by the Requestors and by the application itself, is based upon a combination of the status of these fields.

The settings of “Identified”, “Approved” and “Visible” have the following effect on field utilization:

Identified:

True: The field is marked as an identifier and can be used for matching only. The field will never be available for selection in a query. May or may not be visible depending upon its “Visible” setting

False: The field is not marked as an identifier and may or may not be used in queries depending upon its “Approved” setting. This field may or may not be visible depending upon its “Visible” setting.

Approved*:

True: The field is available for use in queries. This field may be visible or invisible to Requestors depending upon its “Visible” setting.

False: The field is not available for use in queries. This field may be visible or invisible to Requestors depending upon its “Visible” setting.

*This field is always set to false for fields marked as identifiers

Visible:

True: The field is visible to Requestors browsing metadata and building queries.

False: The field will not be displayed in metadata tables.

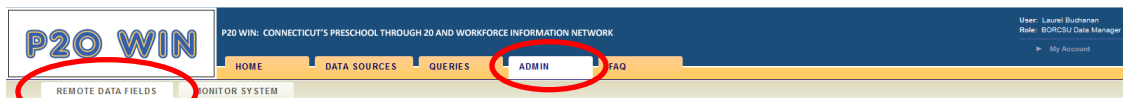
5.3.1 Setting “Identified” property

A field’s “Identified” setting is determined at data source set up and cannot be altered through the “Remote Data Fields” table. To change a field’s “Identified” setting please use the Metadata Editor (see section 2.0 above.)

5.3.2 Setting “Approved” property

To approve a field in a data source execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields” screen



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Search all columns:									
Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/ipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/ipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		varchar2		false	true	true	Disapprove	Make Invisible

- Identify the data field that you wish to approve and click the “Approve” button in the “Change Approval” column

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show / hide columns

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	false	true	Approve	
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals		Varchar2		false	true	true	Disapprove	

- The field will now be approved for use in queries and “True” will appear in the “Approved” column

P20 WIN
P20 WIN: CONNECTICUT'S PRESCHOOL THROUGH 20 AND WORKFORCE INFORMATION NETWORK

User: Laurel Buchanan
Role: BORCSU Data Manager
My Account

HOME DATA SOURCES QUERIES ADMIN FAQ

REMOTE DATA FIELDS MONITOR SYSTEM

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show / hide columns

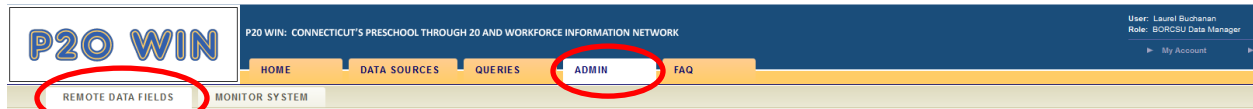
Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		Varchar2		false	true	true	Disapprove	Make Invisible

To disapprove a field in a data source execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields” Screen



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Name	Description	CDE	Data type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except CSU_Fund, CSU_Term, CSU_Program		varchar2		false	true	true	Disapprove	Make Invisible

2. Identify the data field that you wish to approve and click the “Disapprove” button in the “Change Approval” column

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables		varchar2		false	true	true	Disapprove	

- Click yes in dialog box “are you sure that you want to disapprove the field?”

Manage Remote Data Fields

ConnSCU_CSU
Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Are you sure you want to disapprove the field?

OK Cancel

Name	Description	CDE	Identified	Approved	Visible	Change Approval
name	description	cde	identified	approved	visible	
CSU CIP Code Description	Classification of Instructional Program Code		false	true	true	Disapprove
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		false	true	true	Disapprove
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary		false	true	true	Disapprove

- The field will no longer be approved for use in queries and “False” will appear in the “Approved” column

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

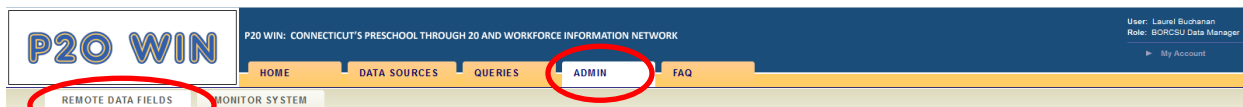
Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval
name	description	cde	data type	value domain	identified	approved	visible	
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	false	true	Approve
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals		varchar2		false	true	true	Disapprove

5.3.3 Setting “Visible” property

To make a field visible to Requestors execute the following steps:

1. Click the “Admin” tab which will bring you to the “Remote Data Fields” Screen



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show / hide columns

Show 10 entries

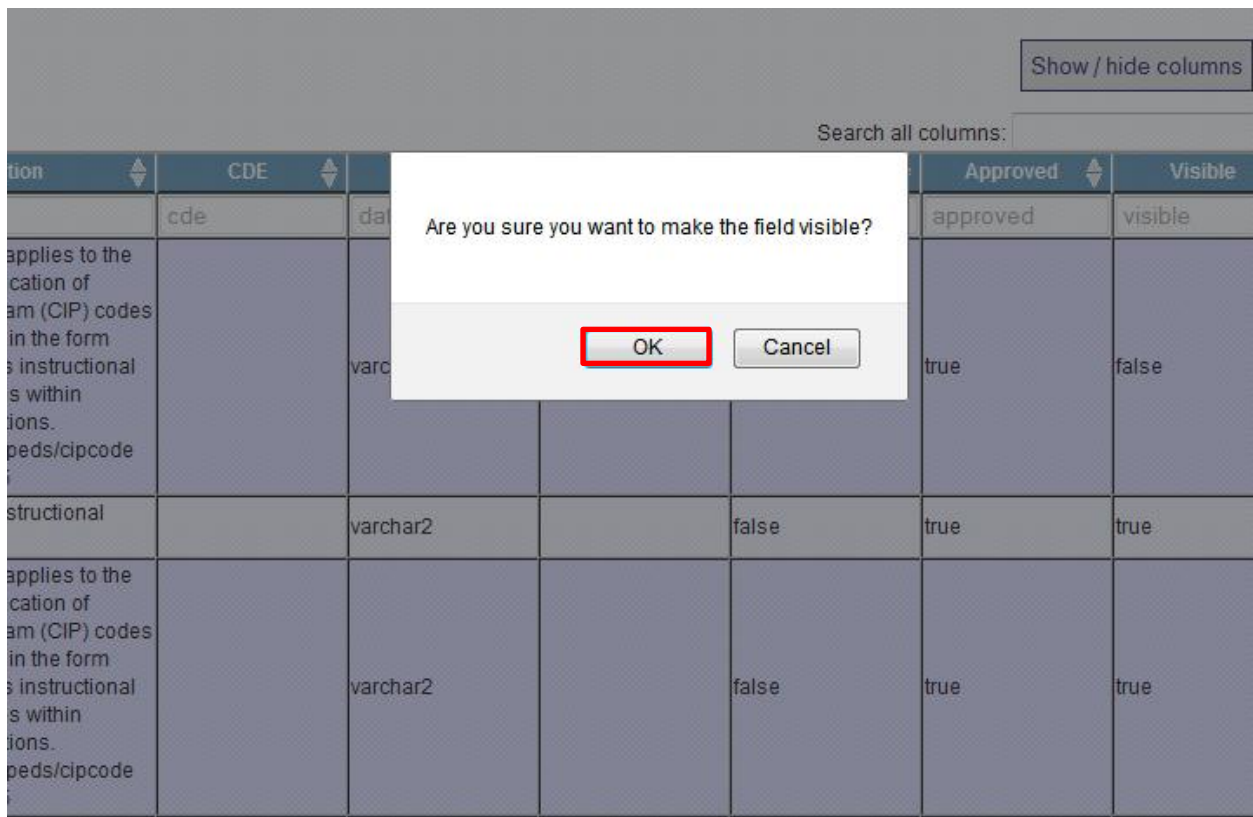
Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		varchar2		false	true	true	Disapprove	Make Invisible

2. Identify the data field that you wish to approve and click the “Make Visible” button in the “Change Visibility” column (you may need to scroll to the right to view this column)

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
cip	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	false	Disapprove	Make Visible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible

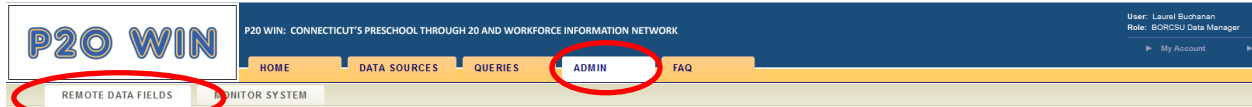
3. Click yes in dialog box “are you sure that you want to make the field visible?”



4. The field will now be visible to Requestors and “True” will appear in the “Visible” column

To make a field invisible to P20 WIN UI Requestors execute the following steps:

1. Click the “Admin” tab which will bring you to the “Manage Remote Data Fields” Screen



Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except: CSU_Fund, CSU_Term, CSU_Program		Yarchar2		false	true	true	Disapprove	Make Invisible

2. Identify the data field that you wish to approve and click the “Make Invisible” button in the “Change Visibility” column (you may need to scroll to the right to view this column)

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The Institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables except: CSU_Fund, CSU_Term,		Yarchar2		false	true	true	Disapprove	Make Invisible

- Click yes in dialog box “are you sure that you want to make the field invisible?”

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Are you sure you want to make the field invisible?

OK Cancel

Show / hide columns

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	true	Disapprove	Make Invisible
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables		varchar2		false	true	true	Disapprove	Make Invisible

- The field will now be invisible to Requestors and “False” will appear in the “Visible” column

Manage Remote Data Fields

ConnSCU_CSU

Overview: ConnSCU CSU

Show 10 entries

Search all columns:

Show / hide columns

Name	Description	CDE	Data Type	Value domain	Identified	Approved	Visible	Change Approval	Change Visibility
name	description	cde	data type	value domain	identified	approved	visible		
CSU CIP Code Description	Classification of Instructional Program Code		varchar2		false	true	true	Disapprove	Make Invisible
CSU CIP Code of Major	The CIP code that applies to the major. The Classification of Instructional Program (CIP) codes are six-digit codes in the form xxxxx that identifies instructional program specialties within educational institutions. http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55		varchar2		false	true	false	Disapprove	Disabled
CSU ConnSCU ID	A unique identifier that combines the student's system assigned PIDM with a code for the institution. The institution code is concatenated with the student PIDM to distinguish individuals across all institutions. Necessary for links between all tables		varchar2		false	true	true	Disapprove	Make Invisible

5.4 Operational Configuration and System Monitoring

Information about operational configuration is available on the “System Configuration” and “System Monitoring” pages of the Admin tab. Information on this page includes software versions, connectivity status of the main and remote applications, etc.

5.4.1 Viewing Operational Configuration

The first section of the “System Configuration” page displays the version of P20WIN Software that is installed at the Main and at each Remote site. The second section displays the version of server software, Tomcat, installed throughout the Main and Remote sites as well as the ports used to access Tomcat for administration and application purposes. The third section displays the version of the database software, PostgreSQL, installed at the Main site as well as the application access port. The fourth section displays the configured availability of the Remote data sources.

To view system configuration information execute the following steps:

1. Click on the “Admin” tab, which will bring you to the “Remote Data Fields” screen
2. Click on the “System Configuration” tab to view system configuration

P20 WIN Configuration

Status: [Enabled](#)

Runtime Configuration:

VERSION:

Main application	4.1.1	
Agency	Remote Data Source	Version
SDE	SDE Student Information	4.1
DOL	DOL Wage Records	4.1.1
BOR	BOR CSU Information	1.0
	BOR CCC Information	1.0

P20 WIN MAIN APPLICATION SERVER:

Application Server	Tomcat
JDK	jdk1.7
P20 WIN Port	8080
ADMIN Port	8033

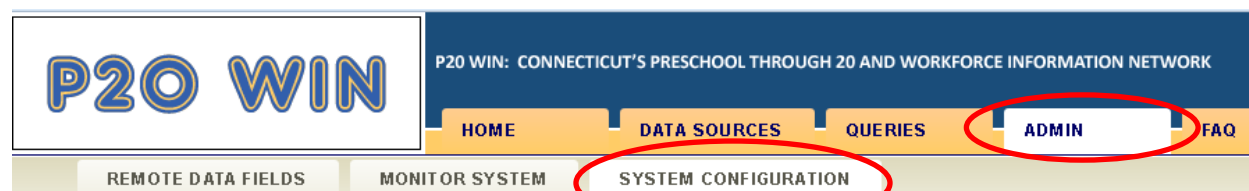
5.4.2 Disabling/Enabling a Data Source

In order for a P20 WIN data source to be available for query it must be enabled. Agency Administrators can disable data sources contributed by their agency to make it unavailable for query or enable it to make it available for query. Additionally, previously saved queries may only be approved, executed or downloaded if all the data sources used in the query are enabled.

5.4.3 Viewing Data Source Status

To view the status of a data source execute the following steps:

1. Click on the “Admin” tab which will bring you to the “Manage Remote Data Fields” screen
2. Click on the “System Configuration” screen which will bring you to the “P20 WIN Configuration” screen



P20 WIN Configuration

Status: [Enabled](#)

Runtime Configuration:

VERSION:

Main application	4.1.1	
Agency	Remote Data Source	Version
SDE	SDE Student Information	4.1
DOL	DOL Wage Records	4.1.1
BOR	BOR CSU Information	1.0
	BOR CCC Information	1.0

P20 WIN MAIN APPLICATION SERVER:

Application Server	Tomcat
JDK	jdk1.7
P20 WIN Port	8080
ADMIN Port	8033

3. Scroll down to the “P20 WIN Application State” Table. Data source status is listed in the “Status” column for each data source.

Install Configuration

runFBRL	No
timeExpireFebrl	30

Runtime Configuration Tasks:

Main application needs to be re-initialized for changes in Runtime configuration to take effect.

P20 WIN Application State :

The 'disable' function changes only how data is retrieved from remote datasources.

Application		Status	Task
Main application		4.1.1	
SDE	SDE Student Information	Disabled	
BOR	BOR CCC Information	Enabled	
	BOR CSU Information	Enabled	Disable
DOL	DOL Wage Records	Enabled	

5.4.4 Disabling a Data Source

Agency Administrators may disable any P20 WIN data sources contributed by their agency. To disable a P20 WIN data source and make it unavailable for query, approval, execution and download execute the following steps:

1. Click on the “Admin” tab which will bring you to the “Manage Remote Data Fields” screen
2. Click on the “System Configuration” screen which will bring you to the “P20 WIN Configuration” screen
3. Scroll down to the “P20 WIN Application State” Table
4. Identify the data source that you wish to disable and click the “Disable” button in the Task column.

Install Configuration

runFBRL	No
timeExpireFebrl	30

Runtime Configuration Tasks:

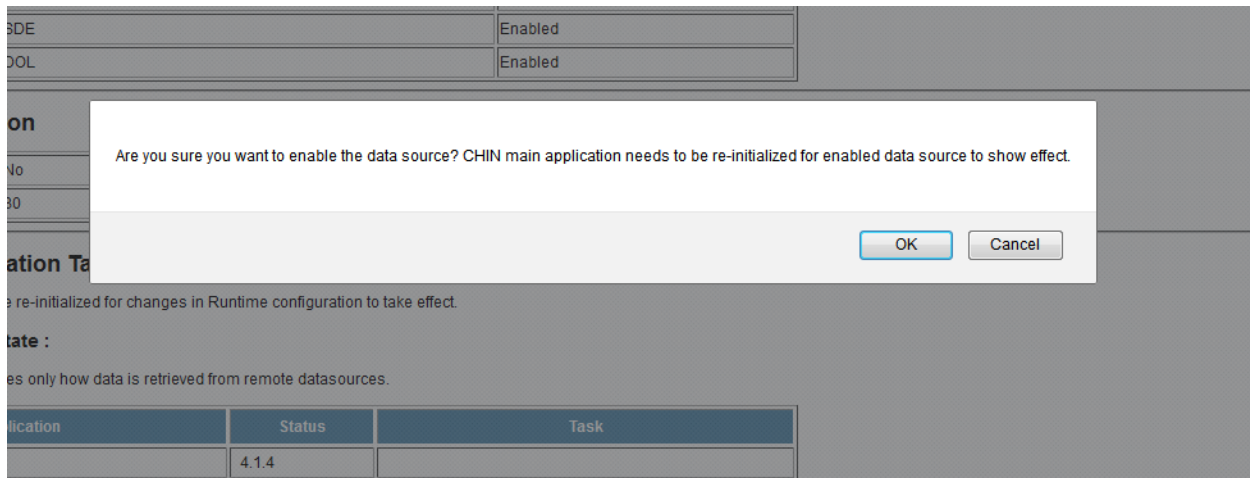
Main application needs to be re-initialized for changes in Runtime configuration to take effect.

P20 WIN Application State :

The 'disable' function changes only how data is retrieved from remote datasources.

Application		Status	Task
Main application		4.1.1	
SDE	SDE Student Information	Disabled	
BOR	BOR CCC Information	Enabled	
	BOR CSU Information	Enabled	Disable
DOL	DOL Wage Records	Enabled	

- Click “Okay” in the dialog box to verify that you would like to proceed to disable the data source



- The data source will now be disabled and unavailable for query. Additionally, any previously saved queries using this data source will be unavailable for approval, execution or download. The disabled status will be reflected in the “P20 WIN Application State” Table.

5.4.5 Enabling a Data Source

Agency Data Managers/Stewards may enable any P20 WIN data sources contributed by their agency. To enable a P20 WIN data source and make it available for query, approval, execution and download execute the following steps:

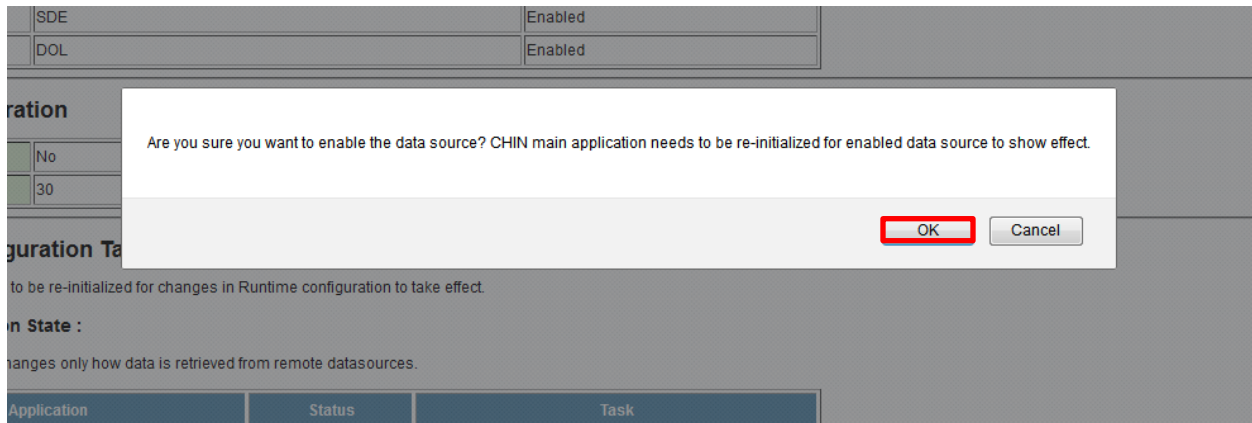
- Click on the “Admin” tab, which will bring you to the ““Manage Remote Data Fields”” screen
- Click on the “System Configuration” screen which will bring you to the “P20 WIN Configuration” screen
- Scroll down to the “P20 WIN Application State” Table
- Identify the data source that you wish to enable and click the “Enable” button in the Task column.

P20 WIN Application State :

The 'disable' function changes only how data is retrieved from remote datasources.

Application		Status	Task
Main application		4.1.4	
BOR	CCC	Enabled	
	CSU	Disabled	Enable
SDE	SDE	Enabled	
DOL	DOL	Enabled	

- Click “Okay” in the dialog box to verify that you would like to proceed to enable the data source



- The system will now need to be initialized for the data source enable status to take effect. Contact the P20 WIN Tech Admin at ConnSCU-P20WIN-Admin@ct.edu to initiate steps to initialize the main and refer to “P20 WIN System Initialization” for instructions on how to initialize the remote at your location.
- The data source will now be enabled and available for query. Additionally, any previously saved queries using this data source will be available for approval, execution or download. The enabled status will be reflected in the “P20 WIN Application State” Table.